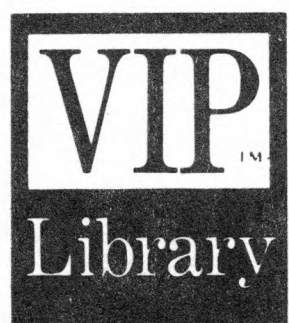# VIP Speller™
Text Proofreading System

Operator's Manual

Softlaw Corporation

For the TRS-80 Color and TDP System 100 Personal Computer

VIP Speller™

Text Proofreading System

Operator's Manual

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Corporation

For the TRS-80 Color and TDP System 100 Personal Computer

T A B L E   O F   C O N T E N T S

Part 1 INTRODUCTION

— 1-A What Is VIP Speller?

A spelling checker makes your computer into a
proofreader. It helps you a lot with a task which
for some of us is very hard: spotting
misspellings and typos. It not only finds bad
words, it will also allow you to look at the bad
word in context, correct the word in your file,
mark the word, or add or delete the word or words
from your dictionary.

A speller is not, however, the final word. It
will not find grammatical errors, and it cannot
tell that you used a correctly spelled word in the
wrong place. For example, the speller cannot know
that you meant "reed" instead of "read". Still,
it helps you to make sure that there are no
accidental typing errors or actual misspelled
words, the most tedious part of proofreading.

VIP Speller is an easy to use, but extremely
powerful spelling checker program for your Color
Computer. It was designed to be a self-
explanatory, self-contained menu-driven system.
In fact, you probably could use it without even
consulting the manual.

VIP Speller is designed to spell-check any ASCII
file, no matter what program created it. To use
the program, you will call in a file, compare it
with the supplied word list, and choose whether or
not to correct the incorrect words. If you want,
VIP Speller will automatically rewrite your file
with the corrections you have made so that you do
not have to re-use the editor to change anything.

VIP Speller is dependent on a 50,000 word
"dictionary" or wordlist. This dictionary
contains 50,000 of the most used words in the

English language. As a comparison, most of us have a working vocabulary of about 20,000 words, most of which are contained in this dictionary. The dictionary that comes with VIP Speller will thus be able to take care of almost every need. And if you find that you wish to add your own words or make your own special dictionaries for special purposes, you can!

-- 1-B What Do I Need To Use VIP Speller?

VIP Speller was designed to work with all models
of the TRS-80C Color and TDP System 100 Personal
Computers having a minimum of 32K of memory.
Since it is a disk-only program, it requires that
you own at least one disk drive. Further, it will
work with a printer if you own one.

VIP Speller has been made to be fully compatible
with all other VIP Library programs. You will
find similar features and commands throughout.
And of course, VIP Speller will check all ASCII
files created using VIP Library programs.

— 1-C Loading VIP Speller

You have either obtained VIP Speller as a
separate product, or you have obtained it as part
of your VIP Writer purchase. If you obtained it
with your VIP Writer, it is on the flip side of
the distribution diskette. This diskette is dual
sided so that it can hold both programs.

The VIP Speller diskette contains four files,
the Speller, the dictionary and dictionary index,
and a sample file to help you learn how to use
this program. The only program you have to load
is the Speller. It calls the dictionary and index
when it needs them.

The first thing that you should do before
loading the Speller is backup the VIP Speller
distribution disk using the backup command from
Basic. Then put the distribution diskette away
for safe keeping and use the backup for all your
purposes.

To load VIP Speller, put your Speller backup
diskette in your drive, type LOADM"SPELLER" and
press 'ENTER'. Almost immediately a billboard
will appear and the program will continue to load.
The program will perform memory sense and
automatically execute. Now you're in the master
menu ready to begin work.

Part 2   SPELL CHECKING A FILE

— 2-A   The Master Menu

Once the Speller has loaded, the master menu
will appear.   You are presented with the following
selections:

*** VIP Speller ***

By Bill Argyros

S   Spell Check File
E   Examine Dictionary
D   Disk Commands
R   Remove Words from
        Dictionary
A   Add Words to Dictionary
Q   Quit

Selection:

These menu selections may be divided into four
categories: spell checking files; adding or
deleting words from the dictionary; examining the
dictionary; and quitting the program.   Adding and
deleting words from a dictionary will be discussed
in Part 2.   After a discussion of general disk
commands, how to examine your dictionary, and
quitting the program, we'll go through the process
of spell checking a file.

— 2-B   Disk Commands

From several menus in VIP Speller you are able
to access your disks.   There are several things
that you are able to do.   You can call up a
directory, kill files, rename files and change the
diskname defaults.   On the other hand, save and
load functions are integral parts of the program
for spell checking files or changing the
dictionary.   They have thus not been separately
made part of the disk access commands.

To access the disk from the main menu, wordlist
selections menu or correction menu, press 'D'.
You will be presented with a blank screen except
for a command line at the top of the screen with
the prompt "Command:".   From this line you may
perform your disk functions.

VIP Speller's disk commands follow the same name
rules that you are familiar with from BASIC and
other VIP Library programs.   The only real
difference between BASIC disk commands and those
of the VIP Library is that VIP Library disk
commands are shorter than those of BASIC ("DI" vs.
"DIR").   Diskfile names may be no more than eight
characters long and may not contain a period,
colon or slash; extensions must be three
characters long, and must be separated from the
file name by a "/" or a "."; the drive number
comes last, separated from the rest by a ":".

For your convenience VIP Speller uses
progressive commands.   This means that after any
disk command is executed you do not automatically
go back to the menu, but you can either enter the
next command directly or press 'BREAK' to return
to the menu.

-- Using and Changing Diskname Defaults

VIP Speller frequently accesses its dictionary, its index, and text files which you specify. It therefore initializes with three different default extensions, two of which concern you, that of the dictionary and that for textfiles. For textfiles VIP Speller initializes with a default extension of "/VIP" and a default drive number of ":0". For the dictionary it initializes with a default extension of "/DIC" and a default drive number of ":0". These defaults may be changed at any time from the disk commands selection of the various menus. The default extension assumes the last extension used and is changed by entering a new extension during any disk access of a file or a dictionary ("DI" to call up a directory of the disk, "DN" to check the diskfile name, "DR" to rename or "DK" to kill). The same is the case with the default drive number. However, the default is not altered when you perform a disk access when creating another type of file, such as when saving the wordlist of "wrong" words to the disk. VIP Speller retains at all times the name of any file being spell checked.

To display the default filename type 'D'-'N' 'ENTER' on the command line. The last name, extension and drive number will be displayed. Because the filename is retained, your next disk access of that file may be made without entering the filename, extension, or drive number. You may also make a disk access changing only the part of the default name necessary, such as the drive number or the extension.

— Displaying a Diskette Directory

To display a disk directory, mount a diskette in Drive 0 (default drive), from the command line type 'D'-'I' and press 'ENTER'. The directory for Drive 0 will be displayed in a two-column format with the drive number and the number of free granules displayed on the Command line. If the number of entries exceeds 1 page the display will pause. To continue to the second page of entries press any key except 'BREAK'. A maximum of 68 entries are allowed on the disk. When you have found the file that you are looking for, press 'BREAK' to escape the directory. Each entry on the directory will be followed by a number indicating the number of granules allocated to the file on the disk, and the letter "A" for ASCII or "B" for Binary to indicate the nature of the file.

Sometimes, due to disk operating system failure or some other reason, your disk may have been "crashed". VIP Speller permits you to use files from a crashed disk. When you call up the directory of a crashed disk, some of the files of the disk will be followed by an asterisk. Those files MAY NOT be used. The asterisk indicates that those files are bad. The other files may be used. You should use VIP Writer to load these files and save them onto another disk. Once all the good files have been saved from the bad disk, you then should bulk erase the disk, re-initialize it and use it again to save files - if the disk has not been totally ruined. Do not use a bad disk since it will not work properly! If you have VIP Disk-ZAP you should be able to fix the underlying error.

If you wish to display the directory for a drive other than Drive 0, type 'D'-'I' followed by the drive number and then press 'ENTER'. The directory will be displayed for the drive number that you specified.

EXAMPLE: DI3'ENTER'

This example will display the directory for the diskette mounted in Drive 3.

— Renaming Disk Files

VIP Speller will allow you to rename your disk files without having to resave your files. To rename your file type 'D'-'R' plus the file name you want changed and then press 'ENTER'. After you have pressed 'ENTER' the system will respond with the prompt: "New file name?" You may then type in the new file name or the relevant part and press 'ENTER'. The system will then rename your file.

EXAMPLE: DRTESTFILE 'ENTER' NEWNAME 'ENTER'

The above example renames the file "Testfile/vip" to "Newname/vip."

— Killing Disk Files

This command is frequently used with VIP Speller. This is because VIP Speller creates a backup of your source file whenever you decide to correct your source file using VIP Speller. You will then have to kill the backup when you have finished correcting your file.

To kill a textfile from the diskette, type 'D'-'K' followed by the filename, extension and

drive number, and press 'ENTER'. The system will respond with "Kill (filename) Y/N?" A 'Y' response will kill the file. Any other response will return you to the command line.

EXAMPLE: DKTESTFILE/VIP:0 'ENTER' Y

This example will kill the file Testfile/vip from the diskette mounted in Drive 0.

As with all other commands, "DK" will kill the previously entered textfile if you type 'D'-'K' 'ENTER' and answer the "Kill (filename) Y/N?" prompt with a "Y".

EXAMPLE: DK'ENTER' Y

This example will kill the previously entered textfile Testfile/vip from the diskette mounted in Drive 0.

— 2-C   Examine Dictionary

Occasionally you may wish to look at parts of your dictionary to see if they contain a certain word or group of words, or just for the heck of it.   To do this, press 'E' from the master menu. You will be then asked the specifics of the dictionary file to be examined.   Give the name, extension and drive number and press 'ENTER'.   You will then be asked to insert the disk containing the specified dictionary and press any key.

Once you have done this, you will be asked to indicate the point from which you wish to begin looking at the dictionary.   You may then input two letters beginning any word.   VIP speller will then display a list of dictionary words beginning with those letters.   You may continue through the dictionary by pressing any key except 'BREAK'. Press 'BREAK' to specify a new entry point.   If you press 'BREAK' again you will return to the master menu.

— 2-D   Quitting VIP Speller

"Quit" is used generically in VIP Speller to
leave a menu to go to the previous menu, or, from
the master menu, to exit to BASIC.   When this
option appears on a menu, press 'Q' to quit.   When
quiting to BASIC you will be asked if you are sure
that you wish to exit.   Upon pressing 'Y' you will
exit to BASIC.

'Q' is also used throughout the program, as is
the break key, to stop a function in progress, if
feasible.   When you press 'Q' or 'BREAK' you will
be able to start the function anew.

— 2-E Spell Checking a File

Now that you know most of the basic groundrules for using VIP Speller, it is time to learn how to spell check a file. To start spell checking a file, first check to make sure you know the name and location of the file you wish to spell check using the disk commands.

To help you learn how to use the Speller we have provided a sample file on the disk called "Tryme.vip". This is a short text file created to show how to use VIP Speller. If you wish you may call up a directory to see how it is listed. Here is what the file looks like:

> Spekling checkers are a boon to just
> about any writer, pro or not. In just a
> few minuted, hours of tedious work can be
> elinimated.

This file contains three spelling errors: "spekling", "minuted", and "elinimated".

Now that you know the file name, press 'S' from the master menu. You will be asked for the file name, the dictionary name and the index file name in succession. Here you would answer:

> File to spell check
> : Tryme.vip:0 'ENTER'
>
> Dictionary file name
> : Dict.dic:0 'ENTER'
>
> Dict index table file name
> : Dict.idx:0 'ENTER'

You could instead press 'ENTER' three times since these are the default file names.

Once you have entered the index file name you will be asked to insert the disk containing the file name "Tryme.vip". In this case this file is on the backup copy you made of your Speller disk. If you made a mistake when entering any of the names, you may press 'BREAK' to start entering the names afresh.

If you have more than one drive, you would specify one drive for your source file and the other for the dictionary and the index file. Then you could more conveniently spell check your file without changing disks.

Once you have properly specified the names, press any key, and VIP Speller will ask you whether you want to spell check for normal words, in a literal mode, or for all words including numbers.

VIP Speller is giving you a choice. If you choose to look for normal words, VIP Speller will look for all groupings of characters separated by a space, a "nonspace character" (see your VIP Writer manual), and punctuation. It will ignore numbers and other symbols on the keyboard such as the dollar sign. If you select the literal mode, VIP Speller will look for all words just as with the normal selection, and it will also look for keyboard symbols, but it will not look for numbers. If you select the "with numbers" mode you are looking for just about any symbol which could appear, including numbers. In all of the modes, VIP Speller ignores function markers used in VIP Library programs, and all characters with an ASCII value of 129 decimal or greater (see VIP Writer manual, Appendix E).

Usually you will wish to select the normal mode. Sometimes, however, you will wish to be very picky and use the literal mode just to make sure that some stray symbols have not slipped in, or if you have significant symbols in your text. When you have included significant numbers in your text, such as when you have included a VIP Calc or VIP Database file in a VIP Writer file, you will want to use the most stringent test, that "with numbers". After you select the mode, VIP Speller will proceed to read your file.

Here's what's going on when your source file is being read. VIP Speller searches through your text and pulls out each unique word, according to your choice of normal, literal or with numbers, and makes a list of them. A unique word is every individual and distinct spelling. Thus, VIP Speller finds the first "the" and ignores all other appearances of that word in your file. In making the wordlist, VIP Speller ignores whether the letters in the word have capital letters.

Once the Speller has found all the unique words, it tells you how many there are. With "Tryme.vip" there are 22 unique words. The Speller next sorts these words, putting them in alphabetical order. When it is done sorting it will ask you to insert the disk containing the dictionary you specified and press a key. Here the dictionary disk is already in the drive, so press any key but 'Q' or 'BREAK' and the Speller will check the dictionary.

What the Speller is doing is comparing the wordlist of unique words obtained from your source file with the words in the dictionary. The dictionary supplied is indexed. This means that as the words from the unique word list are being checked against the dictionary, letters for which there are no words are skipped.

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As the dictionary is being compared with the wordlist, the current letter of the alphabet being checked is put on the screen, replacing the line of 26 periods. The checking of "Tryme.vip" is quite fast, and since the dictionary is indexed, whole groups of letters pop up at once.

Once the dictionary has been exhausted you will be asked whether you wish to check your file against another dictionary. This option is given since many of you will wish to create your own special dictionaries for special applications. Here we'll press 'N' for no. If you had another dictionary you would press 'Y' and give the name of the dictionary. Your file would then be checked against that dictionary as well.

When checking the dictionary, the Speller is making a new wordlist which contains all words from your file which are not in the dictionary. All words in your source file which have no match in the dictionary are placed in a new file. (Since the dictionary does not contain every word in the English language, some of the words put into the word list will actually be spelled correctly. If these are frequently used words, you may wish to add these words to the dictionary.) It is this wordlist of words which are not in the dictionary which will be the basis for the remaining spell checking.

After you are done with dictionaries, if no errors are found, you will be told so and returned to the master menu. If words are found which are not in your dictionary, after you press 'N' for no further dictionaries the Speller will take some time to clean up the wordlist. It then will present you with the wordlist selections menu.

-- 2-F   The Wordlist Selections Menu

With the wordlist of words not in the dictionary
you are ready for the next step. You are now
presented with the wordlist selection menu:

*** Wordlist Selections ***

M Mark words in file
C Correct words
S Show wrong words
W Write words to new file
P Line print words
A Add all words to dict
D Disk commands
Q Quit

Selection:

In dealing with the "incorrect" words in your
text, you have two general avenues of approach:
working with your source file or working with the
word list. When working with your source file you
have two options. You may choose to mark all the
words in your file for later action, or you may
choose to correct them using VIP Speller. On the
other hand, you might wish to deal with the
wordlist of "incorrect" words as a whole, either
saving it, printing it or adding it to your
dictionary. We'll first discuss the disk commands
and quit options and then we'll return to the
wordlist option and the correction/marking option.

D   Disk Commands

Disk commands were discussed above in section 2-C.   Once you have finished correcting or marking your file, a backup file will remain on the disk. You probably will want to kill the backup file right away.

Q   Quit

To exit the wordlist selections menu back to the master menu press 'Q' or 'BREAK'.

-- Wordlist Options

S   Show wrong words

As a prelude to using the list of "wrong" words
you will usually wish to take a look at them. To
do this, press 'S'. The sorted list of wrong
words will be displayed. If there are more than
will fit on one page, press any key until you have
reached the end of the list. In Tryme.vip there
are three incorrect spellings.

If you have a long textfile, you might wish to
scan the "wrong" words to determine which words
have to be changed. If there are only a few
changes necessary you might decide to note them
and change them using the locate and change
feature of VIP Writer rather than using VIP
Speller which could take longer.

W   Write words to new file

It is often useful to save the list of "wrong"
words to a separate file. Usually this is done so
that the wordlist can be expanded and added to
your dictionary or used to create a new
dictionary.

To write the words to a separate file, press
'W'. You will then be asked for the new file
name. Be sure to use a name different from that
of the file being spell checked. You will then be
prompted to insert a disk to hold the file and
press a key. When the file has been written the
wordlist selections menu will reappear.

P   Line print words

You may also print the list of wrong words for
whatever purpose. To do this press 'P'. You will
be asked to specify the baud rate and whether your
printer requires linefeeds after carriage returns.
The default is 600 baud without linefeeds, so
press 'ENTER' twice if that is what you need and
you'll be ready to print.

You may stop printing at any time by pressing
'BREAK'. When the list has been printed or
printing has been stopped, the wordlist selections
menu will reappear.

A   Add all words to dict

If you wish you may add all the words in the
list to your dictionary, or you may create a new
dictionary. This procedure is discussed in Part 2
devoted to changing the dictionary.

— Marking or Correcting Words

M   Marking words in file

Sometimes you might wish to mark words in your file so that you can later correct them, change them to different words, or delete them altogether. VIP Speller will mark the "incorrect" words in your file by placing a "#" sign before them. This will make them easier to find when you later edit your file.

To mark the words in your file, press 'M'. The Speller will proceed to do two things. First it will make your source file into two files, a backup file and a new source file. The extension of the original file will be changed from ".VIP" to ".BAK" and a new file file will be created. With our example, the source file "Tryme.vip" would be changed to "Tryme.bak" and a new "Tryme.vip" file would be opened. Thus, in order to mark a file it is necessary to have at least enough space left on the disk to create a file the same size as the original source file. When the words have been marked, the program will return to the wordlist selections menu.

C   Correct words

After finding the incorrect words, most of you
will desire to use VIP Speller to correct them.
This can be easily done. First press 'C'. The
Speller will then rename your original source
file, changing the file extension ".VIP" to
".BAK", to give you a backup file. Next it will
open a new file with the same name as your
original file. In our example, "Tryme.vip" is
changed to "Tryme.bak" and a new "Tryme.vip" is
created. Your file, as corrected, will be written
to the new file. To write the corrected file, the
Speller searches for the first occurrence of an
incorrect word in your file and displays the
incorrect word. Beneath it is displayed a menu of
choices. In our example the screen looks like
this:

Spekling

I   Ignore for rest of text
J   Ignore just this once
E   Enter a new spelling
D   Display word in context
A   Add word to dictionary
Q   Quit

Selection:

As you respond to each word, the portion of the
file containing the word is written to the new
file on your disk. VIP Speller does not correct
words in alphabetical order, but instead, corrects
them in the order in which they appear in the
file. Rewriting the file continues until all the
incorrect words have been fully dealt with and the

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file has been totally rewritten. Let's go through these options in order.

— I   Ignore for rest of text
         or
— J   Ignore just this once

Ignoring words is usually done for one of two reasons. Either the word is correct but is not in the dictionary, or the word is incorrect but was meant to be spelled incorrectly. You have the choice of ignoring the word for the remainder of your text or for just one time.

If you choose to ignore the word for the rest of the text, you are done with that word for this text. Subsequent occurrences of that word in your textfile will not be displayed for action. If, however, you choose to ignore the word just this once, the Speller will display the word the next time it encounters it when reading the file. You again have all the choices available as before. Of course, to determine whether you wish to ignore the word just this once you will often wish to see the word in context.

— D   Display word in context

VIP Speller allows you to view words in context. When you press 'D' several words surrounding the "incorrect" word are displayed on the screen. The words are displayed in their exact context, with upper and lower case. When in doubt, be sure to use this feature to help decide what to do with a troublesome word.

— E   Enter new spelling

Here is where you get to correct the spelling of the word. Press 'E' and you will be asked to enter the new spelling. Type in the word exactly as you want it to appear in your text. The "L" in the upper right hand corner of the screen indicates that you can type both upper and lower case characters. By pressing 'SHIFT' and then '0' you can switch to caps lock. The "L" will then be changed to a "U". You may enter up to 255 characters. Press 'ENTER' to complete the correction. If you make a mistake while typing, pressing the shift key and the left arrow key will erase the entry and allow you to start over. If you decide not to correct the word, press 'BREAK'. Once you have corrected a word, the Speller will correct all subsequent occurrences of that words in your file as it encounters them.

— A   Add word to dictionary

You have many choices when adding words to your dictionary. If you did not desire to add the entire list of "incorrect" words to the dictionary, but only a few of them, this selection gives you that option. You may go through the wordlist while correcting your file and select the words you wish to add to your dictionary. When you determine to add a word, the word is selected for addition and it is ignored for the rest of the file. Once you have finished with the file you will be prompted to begin adding the words to the dictionary. Adding words to the dictionary is discussed in Part 3.

— Q   Quit

At any time while in the correction menu you may
opt to stop the process and return to the wordlist
selections menu.   To do so, press 'Q'.   When you
do this the system will close the files, kill the
new file being written, and change the extension
of the original file from ".BAK" back to ".VIP".
The program will then return to the wordlist
selection menu ready for more work.

Part 3 CREATING AND CHANGING DICTIONARIES

— 3-A   What Is A Dictionary

Although everyone calls the file used to spell check files a dictionary, it is not a true dictionary in the common sense of that word. Instead it is an alphabetical word list containing thousands of words. Perhaps "lexicon" is better.

VIP Speller comes supplied with a 50,000 word indexed dictionary. Essentially, we have filled the disk to the brim with the dictionary to make sure that you have the largest dictionary possible with one diskette.

But a word count does not say it all, We not only offer 50,000 words, we offer 50,000 quality words. We have aimed to provide a dictionary which will be useful to every writer, from the casual letter writer to the poet, novelist, and the professional. It was created using the American Heritage Dictionary for accuracy, usage and completeness. All primary vocabulary words are included in the dictionary, with all their forms; and all verbs forms are given. And since you are using this program with your Color Computer, every effort has been made to include standard words associated with BASIC and as much "computerese" as possible.

So what is missing? Well, 50,000 words covers the general vocabulary quite nicely. However, since the dictionary was created with an eye towards helping everyone, the jargon of particular professions were not extensively included. Technical medical terms, or the arcane language of philosophy, sociology, etc., are not so complete.

Of course, you are not limited to the supplied dictionary. You can easily create one or several

special dictionaries for your own purposes. You can either create a wordlist using VIP Writer or you can collect and expand on the words which you use in your writings but which are not in the supplied dictionary. Either way, you have the power to make VIP Speller even better suited to your needs.

Adding to the supplied dictionary requires that you have access to two drives. This is because adding words to the dictionary requires that the old dictionary be rewritten to a new dictionary, adding the new words. Since the supplied dictionary and the program occupy the entire disk, it is impossible to rewrite the supplied dictionary to that disk. With the ability to access only one disk, this type of addition to the dictionary is not possible. However, with two drives this is not a problem.

Still, those of you with only one drive are not at all limited to the supplied dictionary. You can create as many auxiliary dictionaries as you want, and each auxiliary dictionary may be added to until it is the size of half a disk, about 25,000 words! And since spell checking is progressive, each additional dictionary checked against takes considerably less time than the last one. Only the words not eliminated by the previous dictionary are checked.

There are also sound reasons to create special dictionaries. For example, you may have one dictionary which is used only for spell checking legal documents, and thus contains only legal jargon. Or, you may have a special dictionary for writings on a special topic. You may even wish to create a dictionary containing only incorrectly spelled words.

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Alteration of the dictionary may be done from
three different points in VIP Speller. It may be
done directly from the master menu; from the
wordlist selections menu; or after correcting a
file. Each of these options serves a slightly
different purpose. Alteration of the dictionary
from the master menu assumes that you have a
wordlist which you have created which you wish to
use to add to or subtract from the dictionary.
This is the usual place from which you would
create an auxiliary dictionary. Words may only be
deleted from the master menu.

Adding words may also be done from the wordlist
selections menu. Addition to the dictionary is
done from here when you have a special file which
contains many words not in the dictionary but
which you feel you should add.

The final place from which words may be added to
the dictionary is when you are correcting your
file. Here you opt to add specific words to the
dictionary. Addition from here is done where you
wish to carefully select which words not in the
dictionary should be added.

In any case, new dictionaries and additions to
the old dictionary are done from wordlists. The
types of words you will want to add are words in
your active vocabulary not in the dictionary.

You will want to carefully create your wordlists
used for dictionary making. One of the best ways
to create a wordlist is to use VIP Writer. First
you would want to spell check as many of your
files as you desire, saving the "incorrect" words
as separate files. Next you would load all the
files into VIP Writer to edit out the incorrect
ones and add additional forms of the verbs, etc.
You can use this wordlist to create a new
dictionary or add to the supplied one.

— 3-B   Creating and Adding to Dictionaries

Adding to, deleting from or making a new
dictionary is done the same regardless of the
point from which you do it. The only difference
is the source of the wordlist and the nature of
the change. In any case you have a wordlist to be
affected.

A   Add words to dictionary

You may add words to the dictionary, or create
an auxiliary dictionary, from three places, the
master menu, the wordlist selections menu and when
correcting files. The procedure is the same for
each. Adding words to the supplied dictionary
requires two disk drives. Adding words to
dictionaries smaller than half of a disk may be
done with one drive. Creating an auxiliary
dictionary only requires one drive.

When you select 'A' to add words from the master
menu you are first asked whether you wish to add
to a dictionary or create a new dictionary. Once
you have made your choice you will be asked to
give the name of the file containing the words to
be added to the dictionary. If you elected to
create a new dictionary you will be asked for the
name of the new dictionary. If you elected to add
to a dictionary you will be asked to give the name
of the dictionary to be altered and the name of
the new dictionary to be created. The Speller
will then read the file, find all unique words and
sort them in alphabetical order.

When words are added in wordlists, each of the
words is unique. VIP Speller is capable of
holding a very large wordlist. However, those
with 32K computers will be limited in the number
of words that can be added to the file at one

time. If there are too many words, you will be told that the system is full. You will then have to break your wordlist down and add the files separately.

Once the file is read and sorted, the Speller will check to see if there is sufficient room on the disk to create a new dictionary or add to the existing one. If there is insufficient space on the disk for the new dictionary, you will be asked whether you wish to try another disk, and in the case of adding to a new dictionary whether you wish to create a new dictionary, and finally whether you wish to quit. In the case of single drive owners, if the same disk will not hold the old and new dictionaries, the only options are to create an auxiliary dictionary with the words or quit. Multiple drive owners may choose to use two drives.

If there is sufficient room on the disk, VIP Speller will create a dictionary containing these words and an index for that dictionary, or, if you are adding words, these will be added to the specified dictionary. When this is completed the system will return to the master menu.

When the sorted wordlist is added to the dictionary, Each word in the list will be displayed with the action taken. A message will appear saying that the word has either been added or that it already exists in the dictionary.

Creating an auxiliary dictionary or adding words to the dictionary from the wordlist selections menu or when correcting words is identical except that the wordlist will already be resident in memory and sorted. You will thus not have to specify a file of words to be added.

— 3-C Removing Words from Dictionary Files

Removing words from your dictionary is something rarely done. This is because the usual reason for deleting words is to shorten the dictionary to make processing time shorter. Since the dictionary supplied with VIP Speller is indexed, long dictionaries do not take much longer to read than short ones.

You may, however, find it helpful to remove words which you have added in an incorrect form, or you may wish to remove words when your dictionary fills the entire disk and you wish to add different words to it.

Since, when words are removed, a new dictionary file is created from the old, removing words from the supplied dictionary may only be done if you have more than one disk drive. However, removal of words from auxiliary dictionaries may be done so long as the auxiliary dictionary does not consume more than one half of a disk. Removing words from your dictionary is identical to adding words to the dictionary from the master menu. The only difference is that there is no provision for creating a new dictionary while removing words.

Upon pressing 'R' you are first asked to specify the file containing the words to be deleted from the dictionary. The unique words in the file will then be gleaned and sorted. You will then be asked the name of the dictionary from which the words will be removed and the name of the new dictionary to be written. Once you have specified these, the new dictionary will be rewritten. If there is insufficient room on the disk to rewrite the dictionary, you will be given the choice of trying another disk or quitting and returning to the master menu.

OTHER VIP LIBRARY PROGRAMS

Each of the programs in the VIP Library was specifically designed to create files compatible with other programs in the Library. With the Library you can perform the essential home business tasks and even combine the results.

VIP Writer is one of the central programs in the Library. It contains the most sophisticated editing and printing features, and it is to be used to create all reports combining files created with other applicable Library programs. A close companion is VIP Speller. The Speller can be used to correct typos and misspellings in VIP Writer and other Library files.

VIP Calc is used to create financial or mathematical reports. It contains sophisticated print functions for independent printing of such reports. You may create files usable by VIP Writer for reports to be combined with other text.

VIP Terminal is a communications program capable of transferring and receiving any ASCII file, including VIP Library files. ASCII files can be transferred to VIP Writer for further editing. The Terminal program also allows you to transfer files to work, clubs or friends. You can also print files received from others.

VIP Database is a very sophisticated program for organizing and using any kind of data. Like VIP Calc, VIP Database has its own advanced print functions for independent printing of database files. You can also use files with VIP Writer.

VIP Disk-ZAP is a disk repair utility designed to repair any kind of file. Of course, it therefore will also work on other Library files.